



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**CN SFSP # 01-07**

**MEMORANDUM**

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**To:** School Health and Nutrition Program Sponsors

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

Katrina Klatt, Nutrition Program Director  
Arizona Department of Education, School Health and Nutrition Programs

*Original Signed*

**Date:** October 30, 2006

**RE:** Summer Food Service Program Intersession Requirements Reminder

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This memo is to clarify the necessary steps that the Local Education Agency (LEA) must take if they wish to operate the Summer Food Service Program (SFSP) during their intersession breaks. Please note that the SFSP applications were available on **October 1<sup>st</sup>** for the 2006-2007 fiscal year. The 2006-2007 online application covers all meal service from October 1, 2006 to September 30, 2007. Sponsors must complete the appropriate online application for the intersession they would like to operate and submit all necessary paperwork to the Arizona Department of Education (ADE) prior to the intersession start date.

In most cases the LEA will only need to submit one SFSP online application per year. However, if an LEA chooses to operate the SFSP during two different fiscal years, two separate SFSP online applications will need to be submitted and approved prior to operation. For example, if a sponsor chooses to offer meals during intersession and their breaks fall in September 2006 and March 2007, they would be required to complete two separate online applications. The September intersession would fall under the 2005-2006 fiscal year and the March intersession would fall under the 2006-2007 fiscal year.

**Meals may only be claimed for reimbursement after all online applications have been approved by ADE.**

**Traditional School Year Calendar**

Schools that operate on the Traditional School Year Calendar are not eligible to operate during intersession breaks.

**Continuous School Year Calendar**

The regulatory definition of a year-round continuous school calendar is one in which a school operates year-round with scheduled breaks lasting at least 15 consecutive school days per break. Schools that

participate in a continuous school calendar may operate the SFSP during these scheduled breaks. **There are no minimum serving days required during intersession.**

*However, if it is the policy of the school district to break for shorter periods of time, the district may request a state waiver to operate the SFSP during shorter breaks.* For example, if a district participates in a modified year round calendar and has a fall break that is 10 consecutive school days, the district may contact the Arizona Department of Education to request a waiver to operate the SFSP during this time. Sponsors must submit their waiver on school letterhead to ADE prior to the start of intersession.

If you have questions regarding this memo, please contact the Summer Food Program Coordinator, Patricia Johnson, at (602) 542-8782 or Traci Grgich, at (602) 364-1625 for assistance.